

# PSYCHIATRIC TECHNICIAN (SAFETY)



## OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY ONLY PSYCHIATRIC TECHNICIAN (SAFETY) SCANNABLE APPLICATIONS WILL BE ACCEPTED FOR THIS EXAMINATION.

Submit the scannable application/examination in a 10" x 13" envelope to the following address:  
Do not duplicate, staple, tear, or fold the application

By mail with:	or	In person with:
Department of Corrections		Department of Corrections
Personnel Examining Section		Personnel Examining Section
P.O. Box 942883-0001		1515 S Street, Room 522N
Sacramento, CA 94283-0001		Sacramento, CA 95814

The required scannable application for this examination is available at the following locations:

- Department of Corrections' (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Office of Selection and Standards testing centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM, OR ATTACH ANY DOCUMENTS TO THE PSYCHIATRIC TECHNICIAN (SAFETY) SCANNABLE APPLICATION, OTHER THAN THOSE REQUESTED ON THE APPLICATION.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.  
All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: **December 15, 2004**  
Range A: **\$2748 - \$3305**  
Range B: **\$2859 - \$3450**  
Range C: **\$2974 - \$3612**

- Alternative Range Criteria 29**  
**Range A.** This range shall apply to incumbents who do not meet the criteria for payment at Range B.  
**Range B.** Either:
1. Successful completion of 15 semester units of collegiate level job-related courses in a college or university of recognized standing. (Such courses shall correspond with those on a list of approved courses designated by the Department of Health and filed with the State Personnel Board. Credits received for courses required for licensing as a Psychiatric Technician shall not be accepted toward meeting this requirement.)
  2. Successful completion of an equivalent program of advanced employee training (beyond that required for licensing as a Psychiatric Technician) in the general field of psychiatric nursing and therapy, offered by the State Department of Health. (The advanced training plan shall be on file with the State Personnel Board.)

**AND**

Favorable recommendation by a departmental evaluation panel whose plan of evaluation shall have been filed with the State Personnel Board, and whose evaluation shall have considered the employee's personal and job qualifications for therapeutic work with patients.  
**Range C.** Successful completion of 15 additional semester units of job-related courses at an accredited college or university. (Such courses shall correspond with those on a list of approved courses designated by each State Hospital or Developmental Center. Credits received for courses required for licensing as a Psychiatric Technician, or for qualifying for Range B, shall not be accepted toward meeting this requirement.)

**AND**

Favorable recommendation by the evaluation panel at each facility.

**Hiring Above the Minimum**  
All correctional institutions **may** authorize a "**Hiring Above the Minimum**" (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a HAM salary differential may be applicable.

SALARY RANGE(S) (CONT'D)	<b>Recruitment and Retention (R&amp;R) Bonus (as of December 15, 2004)</b> <ul style="list-style-type: none"><li>\$300 monthly Recruitment and Retention Bonus with the exceptions of: Salinas Valley State Prison and Correctional Training Facility, which pay \$1,000; Pelican Bay State Prison, which pays \$700; and Avenal State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, Calipatria State Prison, and Centinela State Prison, which pay \$100</li><li>\$2400 Annual Recruitment Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)</li></ul>
-----------------------------	---

BENEFITS	<ul style="list-style-type: none"><li>Deferred Compensation Plans (Savings pool, 401k and 457 plans)</li><li>\$100 Monthly Bilingual Differential Pay</li><li>75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)</li><li>75% Reimbursement of Public Transit Passes, \$65 maximum per month</li><li>Flexible work hours (Management discretion)</li><li>Pre-tax parking (Where applicable)</li><li>Fourteen (14) paid holidays</li><li>Generous paid vacation/sick leave or annual leave</li><li>Jury duty/military/bereavement leave</li><li>Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)</li><li>Pre-retirement death benefit</li><li>Dependent Care Program</li><li>Long Term Insurance (CalPERS)</li><li>Home Loan Program (CalPERS)</li><li>Legal Services</li><li>Employee Assistance Program</li><li>Work and Family Advisory Committee</li><li>License or certificate renewal fee reimbursement (Actual Cost)</li><li>Continuing Education (18 hours per fiscal year)</li><li>Educational Reimbursement Program (\$840 successfully completes probationary period and appointed within 12 months of receipt of initial PT license)</li><li>California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)</li></ul>
----------	--

MINIMUM QUALIFICATIONS	<p>Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners (BVNPTE). (Applicants who are within four months of completing the Psychiatric Technician curriculum accredited by the BVNPTE will be admitted to the examination, but they must secure this license before they will be eligible for appointment.)</p> <p><b>Special Personal Characteristics:</b> An interest in and willingness to work at correctional facilities in the Department of Corrections; understanding of the behavior of patients' or inmates' emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.</p> <p><b>Special Physical Characteristics:</b> Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, inmates or the public.</p> <p>Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p>
---------------------------	---

EXAMINATION PLAN	<p><b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of a scannable application/examination weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination.</p> <p>The scannable application/examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, experience and potential to effectively perform the duties relative to the classification. <b>SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION IS MANDATORY.</b> Candidates who do not submit the completed scannable application/examination will be eliminated from this examination.</p> <p><b>Scannable Application/Examination -- Weighted 100.00%</b></p> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>Custody procedures, and public and property protection policies</li><li>Fundamentals of nursing care, general behavioral and psychiatric procedures, patient or inmate behavior, and mental health principles and techniques involved in the care and treatment of individuals or groups of developmentally or mentally disordered patients or inmates</li><li>Current first-aid methods</li><li>Medical terminology</li><li>Pharmacology</li><li>Cardiopulmonary resuscitation</li><li>Management Assaultive Behavior techniques</li><li>Hospital procedures</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Learn and apply sound judgment for situations including the protection of persons and property</li><li>Apply basic nursing knowledge, skills, and attitudes</li><li>Establish effective therapeutic relationships with developmentally or mentally disordered patients or inmates</li></ol>
---------------------	--

EXAMINATION PLAN (CONT'D)	<div>B. Ability to (Cont'd):</div> <div><div>4. Recognize symptoms requiring medical or psychiatric attention</div><div>5. Think and act quickly in emergencies</div><div>6. Work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for patients or inmates</div><div>7. Follow directions</div><div>8. Keep appropriate records</div><div>9. Develop clear and concise reports of incidents</div><div>10. Analyze situations accurately and take effective action</div></div>
------------------------------	--

ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
------------------------------	--

POSITION DESCRIPTION AND LOCATION(S)	<div>A Psychiatric Technician (Safety) works under general supervision to provide a basic level of general behavioral and psychiatric nursing care and is expected through attitude, knowledge, and performance to facilitate the rehabilitation of inmates or parolees, and do other related work.</div> <div>Positions exist at various institutions statewide within the Department of Corrections.</div>
--	--

VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
------------------------------------	--

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections' Personnel Examining Section at (916) 322-2545 four weeks after filing his/her application if he/she has not received a progress notice.

**Applications are available at** Department of Corrections' offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS